

Greater St. Louis Federal Executive Board  
Fiscal Year 2006 Annual Report  
Colonel Debra Cook, Chair

Executive Summary

Colonel Cook started her year of service by convening a group of key Board members to lay the groundwork for a Balanced Scorecard. These key members and the Executive Director spent several weeks in self study and a day long conference to learn the critical elements of a balanced scorecard. That group converted the Board's vision, mission and core principals to the scorecard format.

Colonel Cook then followed due process in presenting the draft to the Executive Council and to the full Board. In March 2006, the Executive Council converted from the previous strategic plan to the new balanced scorecard.

Throughout FY06 the scorecard was updated to reflect the Board's mission in line with the OPM lines of business, and those initiatives that the Board decided were significant to the federal and general communities. Metrics were also reviewed and updated on a continuous basis.

Some of the most valued accomplishments related to the Human Capital and Emergency Planning lines of business are:

Program on National Security Personnel System—almost 25% of the Board member agencies are within the Department of Defense, and a number of those agencies employ the greatest numbers of federal employees. As a result, the implementation of the National Security Personnel System was a major issue for those agencies. In October, Mary Lacey, Executive Officer for NSPS, was the Board's guest speaker. Arrangements were also made through the Board for Ms. Lacey to conduct special briefings to the leadership at Scott Air Force Base. The Air Force workforce at Scott was in the Spiral 1 phase of implementation.

Employment Challenge Workshop—a number of Base Closing and Realignment activities will have a direct impact on the Greater St. Louis Board. Two agencies will close in the next year to 3 years. Many of the employees of those agencies will be seeking employment elsewhere. As a result, the Board's Black Employment Program Council produced a day long workshop addressing employment issues. The workshop drew 159 participants from 27 agencies. The workshop was underwritten by the Board with in-kind contributions from several agencies, so there was no charge to the participants.

Gateway to Diversity--370 participants, many ranking officials from 43 agencies attended. This education event provided quality programming at a reasonable cost. All of the planning and logistics were managed by a committee of federal employees representing all of the special emphasis groups. The final program agenda is included with this annual report package.

Executive Forum—148 participants from 37 federal agencies attended the 2 1/2 day event planned and managed by a committee of three senior Board members and the Executive Director. The committee chair provided significant resources

from her agency (National Park Service) that allowed for a first class program at a remarkably reasonable cost. The final program agenda is included with this annual report package.

Gateway COOP Working Group—with FEMA's generous support the Working Group held monthly meetings with numerous speakers, conducted a workshop on emergency exercise procedures, and initiated planning for the first table top exercise scheduled in FY07.

Pandemic Influenza Awareness—the Executive Director gathered and disseminated a significant amount of information related to awareness of and preparation for a pandemic influenza breakout. In addition, the Board's guest speaker, in July, was a medical professional from the Bio-terrorism Institute at the St. Louis University. He was also a workshop presenter along with GSA's regional administrator at the Executive Forum.

In addition to the lines of business the Board sets goals for Member and Community Service.

Members—The Board lost one member agency—Office of Inspector General, Social Security Administration, when the special agent position was moved to Kansas City. The Board welcomed new representatives from 15 member agencies. The Board had 80 member agencies at the end of FY06. Note the turnover of agency representatives is a critical challenge to Board effectiveness.

New Member Orientation—The Board's second vice chair holds periodic lunch/orientations with incoming members, many of whom are new to the St. Louis area. This outreach continues to reap great benefit to Board participation. Close to 100% of new members are taking an active interest in the Board, and the Combined Federal Campaign.

Gateway Combined Federal Campaign is historically the main community service undertaking. As reported last year, the Local Federal Coordinating Committee is a free-standing, totally representative group of federal employees from all three branches of government. The Board's first vice chair is the liaison between the Board and the LFCC.

In addition, the Gateway Campaign continues to experience increased productivity and pledge results due to a strong leadership team of federal managers and a dedicated Principle Combined Fund Organization. Not only are the federal volunteers concerned about the campaign's financial success, the PCFO embraces the chance to reduce cost at every turn.

The Gateway Campaign was a test campaign for the multi-year contract with the PCFO. That contract flexibility was beneficial for both the campaign and the PCFO. The most significant savings was the time devoted by the Executive Director in writing, advertising, and reviewing the annual application.